State of Tennessee Department of Children's Services
New/Revised Policies and Updates

TO: All Department of Children's Services Employees

FROM: Mary Hubbert, Policy Development Coordinator
                     Planning and Policy Development

DATE: December 18, 2007

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies, deletion of policies, etc. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy *1.3, Communication, Information Sharing and Work Site Meetings, Section C*.

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

<u>Please note:</u> Policies and forms are linked on this list for ease of access. If links do not work properly, please go to the policies or forms web pages to access documents.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures	Summary of Policy Revisions/Other Information
1.	12.8	**Criteria for Placing Youth at Taft Youth Development Center**	12	12/01/07	*CS-0747 Child and Family Team Meeting Summary*	**Policy revision: Supersedes 12.8, 01/01/04; Minor editing to policy and purpose statements; Reviewed per the annual policy review requirement. Requires minor policy review.**

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

***If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

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2.	12.10	Transfer of Youth Between Youth Development Centers	12	12/01/07	CS-0309 - Notification of Program Transfer CS-0476 - Notification of Change of Circumstances CS-0747 Child and Family Team Meeting Summary	Policy revision: Supersedes DCS 12.10, 05/01/07; Reviewed per the annual policy review requirement. Requires minor policy review.
3.	12.13	Reclassification	12	12/01/07	CS-0387 Staffing Participants CS-0747 Child and Family Team Meeting Summary	Policy revision: Supersedes DCS 12.13, 04/01/05; Reviewed per the annual policy review requirement. Requires minor policy review.
4.	12.14	Public Notification of Release of Juvenile Offender	12	12/01/07	CS-0587, Request For Public Notification of Release of Juvenile Offender CS-0130, Release to Home Placement	Policy revision: Supersedes DCS 12.14, 04/01/05; Reviewed per the annual policy review requirement. Requires minor policy review.
5.	18.34	Referral and Placement of Youth in Regional YDC	18	12/01/07	CS-0206, Informed Consent for Routine Health Service CS-0585, Appeal pf Placement Denials CS-0727, Initial Intake/Referral	Policy revision: Supersedes DCS 18.34, 02/01/02 and 18.35, 11/01/05; Reviewed per the annual policy review requirement. References to DCS Group Homes removed and incorporated into 12.12, Referrals, Transfers, Placement Termination and Reclassification for DCS Group Homes. Requires minor policy review.

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12/18/2007